



PHILIP L. BROWNING
Director

**County of Los Angeles
DEPARTMENT OF CHILDREN AND FAMILY SERVICES**

425 Shatto Place, Los Angeles, CA 90020
(213) 351-5602

May 15, 2012

To: Supervisor Zev Yaroslavsky, Chairman
Supervisor Gloria Molina
Supervisor Mark Ridley-Thomas
Supervisor Don Knabe
Supervisor Michael D. Antonovich

From: Philip L. Browning
Director

A handwritten signature in black ink, appearing to be "P. Browning", written over the printed name and title.

Board of Supervisors
GLORIA MOLINA
First District
MARK RIDLEY-THOMAS
Second District
ZEV YAROSLAVSKY
Third District
DON KNABE
Fourth District
MICHAEL D. ANTONOVICH
Fifth District

**CHILDREN'S BUREAU FOSTER FAMILY AGENCY CONTRACT COMPLIANCE
MONITORING REVIEW**

The Department of Children and Family Services (DCFS) Out-of-Home Care Management Division (OHCMD) conducted a review of Children's Bureau Foster Family Agency (FFA) in May 2011, at which time they were supervising a total of 159 DCFS placed children and 126 homes. Children's Bureau FFA is licensed to serve children ranging from birth through 18. At the time of the review, the placed children's average length of placement was ten months and average age was seven.

Children's Bureau FFA is located in the 1st and 5th Supervisorial Districts and provides services to Los Angeles County DCFS foster youth. According to the Children's Bureau FFA program statement, its stated mission is "to prevent child abuse and neglect; protect, nurture, and treat abused children. Enhance the potential of families and communities to meet the needs of their children and advance the welfare of children and families through superior programs in foster care, adoptions, child development, parent education, mental health, research and advocacy."

For the purpose of this review, 12 children's files were reviewed and eight children were interviewed in five certified foster homes. Four children were not available for the interview due to their young age. Five certified foster parent files; four discharged

children's files; and five staff files were also reviewed for compliance with Title 22 Regulations and contract requirements.

Four placed children were on psychotropic medication. We reviewed their case files to assess the timeliness of the Psychotropic Medication Authorizations (PMAs) and to confirm the documentation of psychiatric monitoring was maintained as required.

SCOPE OF REVIEW

The purpose of this review was to assess Children's Bureau FFA's compliance with the contract and State Regulations. The visit included a review of the Agency's program statement; administrative internal policies and procedures; 12 placed children's case files; four psychotropic files; five certified foster parents' files; four discharged files and five personnel files. Face-to-face visits and interviews were conducted with five certified foster parents to assess the quality of care and supervision provided to children. We also conducted interviews with the DCFS placed children to assess the care and services they were receiving.

A copy of this report has been sent to the Auditor-Controller (A-C) and Community Care Licensing (CCL).

SUMMARY

Children's Bureau FFA was in substantial compliance with providing the services outlined in its program statement. Based on our review, deficiencies revealed a need for the Agency to provide training to certified foster parents on safety procedures and practices; and a need for social workers to complete more thorough and frequent foster home inspections. There is also a need for thorough documentation and increased oversight to include routine monitoring of the files by supervisory staff to decrease or eliminate documentation issues found. Overall, Children's Bureau FFA was providing good care and services to the children and support to the certified foster parents as outlined in its program statement and as evident in the relationships formed.

The following deficiencies were noted during the monitoring review. Two homes had backyards that were in poor and unsafe condition. One foster parent had medication in an unlocked box and a Needs and Services Plans (NSP) for one child was submitted late.

NOTABLE FINDINGS

The following are the notable findings of our review:

- Two of five certified foster homes visited had backyards that were in poor and unsafe condition. One yard had a pick, an axe, two ladders and a saw stored inside the fenced pool area. The other backyard had trash, pots, pans, a saw, a knife, an axe, a large tree trimmer and were accessible to children.
- One of the five certified foster homes stored medication in an unlocked box.
- One of 12 initial NSP reviewed was not completed timely.

A detailed report of our findings is attached.

EXIT CONFERENCE

The following are highlights from the Exit Conference held May 9, 2011.

In attendance:

Lou Graham, Director of Foster Care & Adoptions, Cathy Allan, Program Coordinator and Elaine Lane, CSA I, Monitor, DCFS OHCMD.

Highlights:

During the Exit Conference, the Children's Bureau Administrator was in agreement with our findings and recommendations. The Director indicated she would provide a plan of oversight to ensure ongoing monitoring of foster homes, and that the Agency would provide training to foster parents to ensure that medication is stored in a locked container or cabinet. In regards to the late initial NSP, the Administrator indicated that Children's Bureau FFA makes every effort to ensure that initial NSPs are timely for all placed children.

Children's Bureau FFA agreed to submit an approved written Corrective Action Plan (CAP) to address each recommendation noted in this compliance report. The CAP is attached.

We will assess for full implementation of the recommendations during our next monitoring review.

Each Supervisor
May 15, 2012
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If you have any questions, please call me or your staff may contact Aldo Marin, Board Relations Manager at (213) 351-5530.

PLB:RS:KR:
EAH:Nf:el

Attachments

c: William T Fujioka, Chief Executive Officer
Wendy Watanabe, Auditor-Controller
Public Information Office
Audit Committee
Lou Graham, Director of Foster Care & Adoptions, Children's Bureau FFA
Jean Chen, Regional Manager, Community Care Licensing

**CHILDREN'S BUREAU FOSTER FAMILY AGENCY
CONTRACT COMPLIANCE MONITORING REVIEW-SUMMARY**

1910 Magnolia Ave
Los Angeles, CA 90007
License Number: 197805422

1529 E. Palmdale Blvd.
Palmdale, CA 93550
License Number: 197800281

	Contract Compliance Monitoring Review	Findings: May 2011
I	<p><u>Licensure/Contract Requirements</u> (6 Elements)</p> <ol style="list-style-type: none"> 1. Timely Notification for Child's Relocation 2. SIRs Documented and Cross-Reported 3. Runaway Procedures 4. Community Care Licensing Citations, Out-of-Home Care Management Division Reports on Safety and Physical Deficiencies 5. If Applicable, FFA Ensures Complete Required Whole Foster Family Home Training 6. FFA Pays Certified Foster Parents Whole Foster Family Home Payments 	Full Compliance (ALL)
II	<p><u>Certified Foster Homes</u> (13 Elements)</p> <ol style="list-style-type: none"> 1. Home Study Prior to Certification 2. Contact with References/Including Check with OHCMD 3. Safety Inspection Prior to Certification 4. Timely DOJ, FBI, CACI 5. Health Screening Prior to Certification 6. Required Training Prior to Certification 7. Current Certificate of Approval on File Including Capacity 8. Home Inspection/Evaluations for Re-certification 9. Completed Training Hours for Re-certification 10. CPR/First-Aid/Water Safety Certificates 11. CDL/Auto Insurance 12. Other Adults: DOJ/FBI/CACI/Other Required Docs 13. Transportation 	Full Compliance (ALL)

III	<u>Facility and Environment</u> (8 Elements) <ol style="list-style-type: none"> 1. Exterior Well Maintained 2. Common Areas Maintained 3. Children's Bedrooms/Interior Maintained 4. Sufficient Recreational Equipment 5. Sufficient Educational Resources 6. Adequate Perishable and Non-Perishable Food 7. Disaster Drills Conducted 8. Allowance Logs 	<ol style="list-style-type: none"> 1. Needs Improvement 2. Full Compliance 3. Full Compliance 4. Full Compliance 5. Full Compliance 6. Full Compliance 7. Full Compliance 8. Full Compliance
IV	<u>Maintenance of Required Documentation and Service Delivery</u> (11 Elements) <ol style="list-style-type: none"> 1. DCFS CSW Authorization to Implement NSPs 2. Children's Participation in the Development of NSPs 3. NSPs Implemented and Discussed with Foster Parents 4. Children's Progress Towards Meeting Goals 5. Timely Developed Initial NSPs with Child 6. Timely Comprehensive Initial NSPs with Child 7. Therapeutic Services Received 8. Recommended Assessments/Evaluations Implemented 9. DCFS CSWs Monthly Contacts Documented 10. Timely Developed Updated NSPs with Child 11. Timely Comprehensive Updated NSPs with Child 	<ol style="list-style-type: none"> 1. Full Compliance 2. Full Compliance 3. Full Compliance 4. Full Compliance 5. Needs Improvement 6. Full Compliance 7. Full Compliance 8. Full Compliance 9. Full Compliance 10. Full Compliance 11. Full Compliance
V	<u>Education and Workforce Readiness</u> (7 Elements) <ol style="list-style-type: none"> 1. Child Enroll in School Within Three Days 2. Child Attends School as Required 3. Agency Facilitates Child's Educational Goals 4. Child's Academic and/or Attendance Increase 5. Current IEPs Maintained 6. Current Report Cards Maintained 7. Agency Facilitates Child's Participation in YDS/ Equivalent Vocational Program 	<p>Full Compliance (ALL)</p>

VI	<u>Health and Medical Needs</u> (6 Elements) <ol style="list-style-type: none"> 1. Initial Medical Examinations Conducted 2. Initial Medical Examinations Timely 3. Follow-up Medical Examinations Timely 4. Initial Dental Examinations Conducted 5. Initial Dental Examination Timely 6. Follow-up Dental Examinations Timely 	Full Compliance (ALL)
VII	<u>Psychotropic Medications</u> (2 Elements) <ol style="list-style-type: none"> 1. Current Court Authorization for Administration of Psychotropic Medication 2. Current Psychiatric Evaluation Review 	Full Compliance (ALL)
VIII	<u>Personal Rights and Social Emotional Well-Being</u> (13 Elements) <ol style="list-style-type: none"> 1. Children Informed of Home's Policies and Procedures 2. Children Feel Safe. 3. Satisfaction with Meals and Snacks 4. Foster Parents Treatment of Children with Respect and Dignity 5. Appropriate Rewards and Discipline System 6. Children Allowed Private Visits, Calls, and Correspondence 7. Children Free to Attend Religious Services/Activities 8. Reasonable Chores 9. Children Informed About Psychotropic Medication 10. Children Aware of Right to Refuse Psychotropic Medication 11. Children Informed About Voluntary Refusal of Medical, Dental and Psychiatric Care 12. Children Participation in At-Home, School, Community Activities 13. Children Participation in Extra-Curricular Activities 	Full Compliance (ALL)
IX	<u>Personal Needs/Survival and Economic Well-being</u> (8 Elements) <ol style="list-style-type: none"> 1. Clothing Allowance 2. Ongoing Clothing Inventories of Adequate Quantity 3. Ongoing Clothing Inventories of Adequate Quality 4. Involvement in Selection of Clothing 5. Provision of Personal Care Items 	Full Compliance (ALL)

	6. Minimum Monetary Allowances 7. Management of Allowance 8. Encouragement and Assistance with Life Book	
X	<u>Discharge Children</u> (3 Elements) 1. Stabilization of Placement prior to Discharge 2. Discharge Summary Completed 3. Child Completed High School	1. Full Compliance 2. Full Compliance 3. Not Applicable
XI	<u>Personnel Records</u> (14 Elements) 1. DOJ Timely Submitted 2. FBI Timely Submitted (After January 1, 2008) 3. CACIs Timely Submitted 4. Signed Criminal Background Statement Timely 5. Education/Experience Requirement 6. Employee Health-Screening Timely 7. Valid Driver's License 8. Signed Copies of FFA Policies and Procedures 9. Initial Training Documentation 10. One-Hour Training of Child Abuse Reporting 11. CPR Training Documentation 12. First-Aid Training Documentation 13. Ongoing Training Documentation 14. Social Workers Appropriate Case Ratio	Full Compliance (ALL)

CHILDREN'S BUREAU FOSTER FAMILY AGENCY CONTRACT COMPLIANCE MONITORING REVIEW

**1910 Magnolia Ave.
Los Angeles, CA 90007
License Number: 197805422**

**1529 E. Palmdale Blvd. #210
Palmdale, CA 93550
License Number: 197800281**

The following report is based on a "point in time" monitoring visit. This compliance report addresses findings noted during the May 2011 monitoring review.

CONTRACTUAL COMPLIANCE

Based on the results of the monitoring review, Children's Bureau FFA was in substantial compliance. Based on our review of 12 children's files, five certified foster parent files, four discharge files and five staff files and/or documentation from the provider, Children's Bureau FFA was in full compliance with nine of 11 sections of our Contract Compliance Review: Licensure/Contract Requirements; Certified Foster Homes; Educational and Workforce Readiness; Health and Medical Needs; Psychotropic Medication; Personal Rights and Social/Emotional Well-being; Personal Needs/Survival and Economic Well-Being; Discharged Children; Personal Records. The following report details the results of our review.

FACILITY AND ENVIRONMENT

Based on Children's Bureau FFA's review of five certified foster home files and/or documentation from the provider, Children's Bureau FFA fully complied with seven of eight elements reviewed. During OHCMD's visits to two of the certified foster homes, we noted two backyards were cluttered with dangerous tools such as picks, axes, a saw, a tree trimmer, a knife, trash, holes, and one yard was generally unkempt. Also, in one certified foster home, the foster parent stored medication in an unlocked box. Following the FFA review, Children's Bureau FFA submitted a CAP which included written verification by the FFA social worker that the certified foster parents cleaned their backyard areas. The FFA Administrator indicated that the staff will routinely check the home for ongoing compliance.

Recommendations:

Children's Bureau FFA's management shall ensure that:

1. Certified foster home backyards are clean and safe for children.
2. Foster parents store all medications in a locked container or cabinet.

MAINTENANCE OF REQUIRED DOCUMENTATION AND SERVICE DELIVERY

Based on our review of 12 children's files and/or documentation from the provider, Children's Bureau FFA fully complied with ten of 11 elements reviewed. We noted that one initial NSP was not completed timely. The FFA Administrator indicated that they would ensure all children's initial NSPs were developed in a timely manner.

Recommendation:

Children's Bureau FFA's management shall ensure that:

4. Initial NSPs are completed within 30 days of the child's placement, that FFA staff routinely monitor for on-going compliance and documentation is maintained in the children's files.

PRIOR YEAR FOLLOW-UP FROM THE AUDITOR-CONTROLLER'S COMPLIANCE REPORT

The A-C's last compliance review was issued on February 16, 2011.

Objective

Determine the status of the recommendations reported in the prior A-C's compliance review.

Verification

We verified whether the outstanding recommendations from the last A-C's compliance report dated February 16, 2011 were implemented.

Results

The prior compliance report contained two outstanding recommendations. Children's Bureau FFA's management was to ensure NSPs contained all the required information regarding the children's progress were updated monthly and included measurable goals that were individualized to the children and DCFS social workers. The recommendations were fully implemented

MOST RECENT FISCAL REVIEW CONDUCTED BY THE AUDITOR-CONTROLLER

A fiscal review of the Children's Bureau FFA has not been posted by the A-C.



children's'

1910 Magnolia Avenue Los
Angeles, CA 90007 Telephone:
213.342-0100 or 800.730-3933 Fax:
213.342-0253

March 22, 2012

Department of Children and Family Services
Out-of-Home Care Management Division
Attn: Elaine Lane
9320 Telstar Avenue, Suite 206
El Monte, CA 91731

Re: FFA Monitoring Review CAP Addendum

Dear Elaine,

This is in response to the email dated March 21, 2012 requesting a CAP Addendum on the deficiencies noted in 2011 Compliance Monitoring Review areas 1, 2, 4, 6 & 7.

- 1) Attached please find the case note from Marissa Pina regarding her home inspection of the Orrostieta foster home, Safety Awareness and Assessment of Foster Home and a foster parent training form.
- 2) Attached please find the case note from Tim Bell regarding his home inspection of the Bourne foster home, Safety Awareness and Assessment of Foster Home and a foster parent training form.
- 4) Attached please find the foster parent training form and signed medication guidelines for the Hernandez foster home.
- 6) Attached please find the original letter sent to CCL requesting the 3 to a room exception for the Goodwin foster home. Cathy Allan had a verbal conversation with analyst Diana Ayala about the need to even have the exception. Children's Bureau made the decision to have the Goodwin foster family remove the additional crib from the foster children's bedroom. Since the crib was removed we did not require anything in writing from CCL.
- 7) CB believes the audit finding was an isolated incident that does not require a systemic change to our procedure. There are normally sufficient checks and balances in place between the social worker and supervisor. On June 6, 2011 we held a team meeting to review the audit and reinforce the importance of all reports being completed on time. A copy of our agenda and sign in sheet is attached. Regarding the late report however, in this case, the change made with respect to what was found in the audit was that the social

worker involved was terminated and her supervisor also left CB. This should reflect sufficient concern about what happened and that CB followed up to rectify the situation.

If you have any further questions, please feel free to call me at 661/810-2138

Sincerely,

ou (Grab m) Nieman
Director of Foster Care and Adoption

Attachments

Marita Lane

From: Marita Lane

Sent: Wednesday, March 21, 2012 4:48 PM

To: lougraham@all4kids.org

Subject: RE: FFA Monitoring Review CAP

Lou,

The Children's Bureau CAP dated February 6, 2012 for the 2011 Compliance Monitoring Review is not approved. Findings # 3 and #5 have been rescinded. Please send a CAP Addendum regarding the following.

#1) Not approved. Provide documentation verifying that the safety walk-through was completed and corrections were made for the Orrostieta home.

#2) Not approved. Provide documentation verifying that the safety walk-through was completed and corrections were made for the Bourne home.

#3) CB is correct there is no requirement to have child safety locks on kitchen cabinet doors and drawers. Dangerous items need only be put out of reach (access) to young children. The finding regarding child safety locks is rescinded.

#4) Not approved. Mrs. Hernandez's recall is incorrect. I requested to see where she keeps medication. Mrs. Hernandez showed me a container with medication and it was **not locked**. I wrote the finding in my Home Inspection notes. Please Provide proof of training on the title 22 requirement that all medications are to be stored in a locked container or cabinet for the safety of foster children living in the home.

#5) CB is following CB's Program Statement regarding monthly clothing allowances. The Bourne & Hernandez homes had more than enough clothing and the quality was standard. The finding regarding the \$50.00 per month per child clothing allowance is rescinded.

#6) Approved. However, please provide the documentation from CCL denying approval for the requested 'three children to a room' exception.

#7) Not Approved. What systemic changes will the Agency make to ensure that all initial reports are not missed and are completed timely.

Please provide the CAP Addendum by March 28, 2012. You may fax the requested documentation to Elaine Lane, CSA I, Monitor DCFS, OHCMD at (626) 572-2367 or you may e-mail the CAP Addendum to me at brownmcdcfslacounty.gov.

Thank you for your cooperation and if you have questions I can be reached at (626) 569-6855.

From: Cathy Allan [<mailto:CathyAllan@all4kids.org>]

Sent: Monday, February 06, 2012 4:24 PM **To:**

Marita Lane

Cc: Nestor Figueroa; Lou Nieman; Christine Marquis

Subject: FFA Monitoring Review CAP

Hi Elaine,

Attached please find Children's Bureau response letter for the FFA Monitoring Review CAP request. Also attached is section 26 of our Program Statement. If you have any questions please feel free to contact Lou at (661)810-2138 or myself at (213)798-4092

Thanks,
Cathy Allan

3/22/2012



childwelfare.org

1910 Magnolia Avenue Los
Angeles, CA 90007 Telephone
213.342-0100 or 800.730-3933
Fax: 213.342-0253

(, 6

February 6, 2012

Department of Children and Family Services
Out-of-Home Care Management Division
Attn: Elaine Lane
9320 Telstar Avenue, Suite 206
El Monte, CA 91731

Re: FFA Monitoring Review CAP

Dear Elaine,

This is in response to the email dated January 24, 2012 requesting a CAP on the deficiencies noted in the 2011 Compliance Monitoring Review.

- 1) CB Social Worker Marissa Pina made a home visit to the Orrostieta's home and completed a safety walk through on July 26, 2011. The items mentioned during the exit interview (an axe, two picks, and two ladders that had been stored in the pool gated area) have all been removed. The items were disposed of completely and are no longer at the home. Foster parent is aware that these were potentially unsafe items and agrees to abide by safety regulations in the future.
- 2) CB Social Worker Tim Bell made home visits on July 7th and again on July 20, 2011 to complete a safety walk through of the Bourne home. On his **first visit** on July 7th the knife and other sharp items had already been put in foster father's tool box in the garage. On July 20th the yard was fully cleaned up with all items mentioned either put away or thrown out. **The** trailer and boat were moved to a safe area to ensure there was a clear pathway to the gate. Foster parent is aware of our concerns and agrees to maintain the knife and other sharp items in inaccessible areas to children.
- 3) It is our understanding that neither the Title 22 regulations nor County Contract require safety locks on all kitchen cabinets. When asked • • ing the exit interview if there were pois• • sr toxins in the areas where you requested the lo• • s, you s ted no. is our understanding that poisonous items and cle ing products -re I. • ed and knives are kept out of reach of chi ren. In b homes (Hemansez and Parker/Semon) this was the case. Plea the regulations that require safety locks on all kitchen pabinets in order for us to further address this CAP request.

- 4) There seems to be some confusion regarding this. The CAP request states that Mrs. Hernandez placed medications in a box but it was not locked. Mrs. Hernandez states that on the day of the monitoring visit that all medications were locked in a filing cabinet and that no request was made to see them. She states that you only reminded her to put safety locks on all kitchen cabinets. CB questions that CAP as noted in #3 above. We therefore request that you remove this item from our 2011 Compliance Monitoring Review.
- 5) The CAP request states that, despite the Hernandez and Bourne foster -- homes having more than adequate clothing to meet the child's n during your visit, they are not spending \$50.00 per month • - child as ildren's Bureau's Program Statement recommends. The • for • are referring to is an example of types of mont, items that f • ter parents may use as **guidelines** or **suggestions** s to h • • • get their monthly stipend amount. Nowhere in our ogram statement does it state that CB will collect receipts for this type of xpenditure nor that it is a requirement (Section 26, see attached). This also not a county contract requirement. The spirit of a clothing nce procedure is that within the first four months of placement and on ing that all children will have sufficient clothing. It is my un rstanding during the exit interview that both of these families had more t n enough clothes for the children in their homes. CB therefore requests that you remove this item from our 2011 Compliance Monitoring Review.
- 6) The CAP states that CFP Victoria Goodwin sometimes has baby Antonio to sleep in the bedroom with two older children which means there are three children in a room. Please submit the approved waiver to allow three children to sleep in a room. Baby Antonio had his own crib in the Goodwin's bedroom. Mrs. Goodwin had an extra crib in the room mentioned so that on occasion she and her husband could move the infant temporarily into that crib in order to spend an intimate moment together. The infant was always moved back into their bedroom as soon as they finished. This was again only on occasion when the baby was awake in their bedroom. CCL did not feel the need to approve the exception since the child did not sleep in the room on a regular basis nor have their belongings stored there. They stated that it would be ' similar to three children playing in a room together temporarily. There is no requirement for an exception under these circumstances. In order to comply with your request, we have had Mrs. Goodwin remove the additional crib from the other bedroom.
- 7) The 30 day needs and service for Reyna Lima was submitted late. She was part of a sibling set of six children placed in two CB homes and heroratwas accidentally missed. The social worker had performance issues and is no longer emp oye with Children's Bureau.

Out-of-Home Care Management Division
Attn: Elaine Lane
Page Three

If you have any further questions, please feel free to call me at 661/810-2138.

Sincerely,

c, 411/..tA, -a

Lou Nieman
Director of Foster Care and Adoption

Cc: Nestor Figueroa

SERVICES IN CERTIFIED HOMES

FOOD, CLOTHING AND INCIDENTALS Section 26

- A) Foster parents are responsible and accountable to Agency for purchase and preparation of nutritious meals. There shall always be fresh perishable and non-perishable food in the home in a quantity to meet the needs of the next three meals and the between meal snacks. Emergency food and water supply is stored in each home,

- A) An inventory of the child's clothing would be made at the time of placement to determine that the child comes with basic items as indicated in DCFS clothing list. The DCFS social worker, the CBSC social worker, and the foster parents will determine clothing needed. The CBSC worker along with the foster parent may request an initial clothing allowance from the DCFS worker, who will determine the amount allocated.

Foster parents are responsible for replacement of clothing to maintain adequate wardrobe as loss occurs from normal use and growth. Unusual clothing needs related to child's problems would warrant supplementation by clothing donations or monies from the Agency. Foster parents are encouraged to involve children in clothing shopping. These items are monitored during ongoing social worker home visits.

While a child is in placement, personal care items and personal belongings are also monitored during ongoing social worker home visits. Personal care items and personal belongings move with the child at time of discharge from the agency or at the time of replacement into a different home.

DCFS AMENDMENT TO LIC 9125 (Section 26): Foster Family Agency Program Statement

- I. Any dietary restrictions imposed by the agency or agency's certified foster parents due to religious or philosophical issues:

None known at this time.

1. Agency's plan to accommodate the placed children with special dietary needs:

Certified foster parents will provide for the special dietary needs of the placed child including, but not limited to, vegetarian diets, religious diets or diets based on **health needs as identified in the Needs and Services Plan.**

2. **Agency's policy to include the placed child's participation** in the selection and purchase of their clothing as appropriate: Their age and development - as noted above.

Agency's plan to meet the clothing standard in a timely manner and provide for clothing maintenance and repair: as noted above.

4. Policy on initial inventories of both personal possessions and clothing: as noted above. Clothing Standard inventories are completed every six months.
5. Agency's plan for gathering and storing the placed child's personal possessions and clothing for both planned and unplanned terminations:

Agency shall monitor that placed child's clothing accompanies placed child to the next placement. If the placed child runs away, agency will monitor for compliance that the certified foster parent gather these together, alert the CSW that such belongings are at the home, and, if the CSW does not collect the belongings, store them for up to 14 calendar days. After 14 days, agency shall contact and inform the CSW that the clothing will be mailed to the County at the County's expense unless an alternate plan is agreed upon.

Hi Lou,

I am requesting Children's Bureau to submit a CAP on the deficiencies noted in the 2011 Compliance Monitoring Review. The CAP will be due February 24, 2012. In the future, the **Foster Family Agency Monitoring Review Field Exit Summary** will serve as the Agency's CAP request.

I will summarize the deficiencies we discussed at the 7/21/11 exit meeting:

1. The Orrosteita family has exceptionally well maintained back and front yard areas, however, inside the fenced in pool area there were dangerous tools i.e. two picks, an axe, racks, and two ladders.
2. The Bourne family's backyard was in need of cleaning. Also, there was a tree trimmer, a knife, a saw, trash and holes in the dirt that made the yard not a safe place for children. There was a large boat and trailer parked in the drive way that would impede egress from the property during an emergency.
3. The Hernandez and the Semon/Parker homes have toddlers and need safety locks on kitchen cabinets.
4. Mrs. Hernandez placed medications in a box; however, the box was not locked.
5. Some foster parents (Hernandez, Bourne) are not spending \$50.00 per month per child as Children's Bureaus' program Statement recommends.
6. CFP Victoria Goodman, sometimes has baby Antonio to sleep in the bedroom with two older children which means there are three children in a room. Please submit the approved waiver to allow three children to sleep in a room.
7. Reyna Lima was placed on 7/11/08; the 30 day (initial) assessment was due 8/11/08. The initial NSP was dated 9/16/08.

Please correct the above items and provide proof of such by February 24, 2012.

Elaine Lane, OHCMD Monitor

Foster Parents: _ Esminda Orrostieta

Please leave only one space blank at the conclusion of each comment.

FOSTER PARENT TRAINING CREDIT FORM
(FOR FOSTER PARENTS IN-STUDY, AND CERTIFIED ONLY)

Title of Training (Titulo de Entrenamiento)
Date of Training (Fecha de Entrenamiento)
Number of Training Hours (Numero de horas en Entrenamiento)

Safety Awareness

8-11-11

1

Name of Trainer (Nombre de Entrenador)
Qualification of Trainer (Requisito de Entrenador)
Sponsoring Organization (Organización)

Marissa Piña

MSW

Children's Bureau

Check type of training (Tipo de Entrenamiento):

Basic Training (In Study) / Entrenamiento Básico

☒ Advanced Training (Certified / Entrenamiento Avanzado

PARA LOS PADRES QUE ESTAN TOMANDO LA INSTRUCCION AVANZADA, FAVOR DE ESCRIBIR SU NOMBRE ENTERO, Y EL NOMBRE DE SU TRABAJADOR(A) SOCIAL, EN LETRAS DE MOLDE PARA QUE SUS HORAS DE INSTRUCCION SE ACREDITARAN EN NUESTRO BANCO DE DATOS.

NOMBRE (ESCRIBE EN LETRAS DE MOLDE)

TRABAJADORA SOCIAL

1.

Escudo Buehler

Marissa Piña

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

FAXED TRAINING LOG TO:

- ☐ NORTH HOLLYWOOD (GABBY
- ☐ ANTELOPE VALLEY (LUCY)
- ☐ ANTELOPE VALLEY (MARSHA)
- ☐ ONTARIO (TAMMY)
- ☐ FAXED TO INGLEWOOD

CHILDREN'S BUREAU
Safety Awareness and Assessment of Foster Family Home

Name of Family: Esminda Orrostieta

Family Address: 14520 Edgerview Pl. Canyon Country

Type of Inspection: Certification ✓ Quarterly Re-certification

Date: 8/11/11 Staff: Maissa Pina

Physical Plant (General)

Met Not Met N/A

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Met Not Met N/A

<input checked="" type="checkbox"/>	_____	_____	17. Windows that face a pool are separated by a fence.
<input checked="" type="checkbox"/>	_____	_____	18. Fireplaces, open face heaters, and wood burning stoves are inaccessible to children. Use of a fireplace screen or similar barrier will meet this requirement.
<input checked="" type="checkbox"/>	_____	_____	19. There is a working phone on premises.
<input checked="" type="checkbox"/>	_____	_____	20. Building and grounds are free from hazards and rubbish (e.g., broken glass, exposed electrical wiring, protruding nails, dog droppings, etc.).
<input checked="" type="checkbox"/>	_____	_____	21. Fence is in good condition.
<input checked="" type="checkbox"/>	_____	_____	22. Home is free of flies and other insects. Wood pile has been re-stacked and checked for spiders in the last six months.
<input checked="" type="checkbox"/>	_____	_____	23. Glass doors have decals at children's eye level.
<input checked="" type="checkbox"/>	_____	_____	24. Lead-free paint for refinishing toys and furniture was used.
<input checked="" type="checkbox"/>	_____	_____	25. Freezers or other large chests are locked and inaccessible.
<input checked="" type="checkbox"/>	_____	_____	26. Home and yard checked for poisonous plants and out of reach of small children? Examples are dieffenbachia, foxglove, rhubarb, potato leaves, laurel, azaleas, rhododendrons, castor beans, lantana, and oleander.
<input checked="" type="checkbox"/>	_____	_____	27. Furnace and water heater have been checked within the last year.
<input checked="" type="checkbox"/>	_____	_____	28. Parent is able to shut off gas, electricity and water in case of emergency. Location of gas valve: _____ Electrical box: _____ Water valve: _____
<input checked="" type="checkbox"/>	_____	_____	29. Emergency items maintained (flashlight with batteries, first aid kit and instructional handbook, fire extinguisher, etc.).
<input checked="" type="checkbox"/>	_____	_____	30. Keep a safe home environment by securing water heater, tall bookcases, etc.
<input checked="" type="checkbox"/>	_____	_____	31. Have you as the social worker inspected breakout windows, ladder for homes with more than one story, etc.? If home has bars on windows or doors, do they release easily and quickly from the inside without use of a key or other tool?

Client Rooms

Met Not Met N/A

1. Sheets, pillowcases, mattress pads, blankets, bedspreads are clean and in good condition.

2. Mattresses, box springs and pillow(s) are in good repair.

3. There is adequate dresser and closet space for children's clothing and belongings. Closets and drawers cannot be used to store any of the foster parents' belongings (considered a personal space intrusion). Clothes in dresser and closets are clean.

4. There is a well-lit space for studying (if applicable).

5. There are no more than 2 children to a room.

6. Children of the opposite sex, including those of the certified parents, do not share a room unless under age 5.

7. Children, including those of the certified parents, do not share a room with an adult unless they are under 2.

8. No room commonly used for other purposes shall be used as a bedroom. Such rooms shall include but not be limited to halls, stairways, unfinished attics or basements, garages, storage areas and sheds or similar detached buildings.

✓ _____

✓ _____

✓ _____

10. Linen is changed at least once a week and more often if necessary.

1. Hot water is 105-120 degrees Fahrenheit.

2. Sinks, tubs, toilets and showers are clean and operable.

Met, Not Met N/A

<input checked="" type="checkbox"/>	_____	_____
<input checked="" type="checkbox"/>	_____	_____
<input checked="" type="checkbox"/>	_____	_____

Met Not Met N/A

[illegible]

Met, Not Met N/A

✓

✓

4. Contaminated or spoiled food is discarded.

7. Kitchen and outdoor trash cans have tight fitting covers.

9. Dishes, glasses and utensils are clean and in good condition.

10. Modified diets are provided as needed.

11. Powdered milk is not used as beverage.

13. Infants younger than 7 months of age are held during bottle feeding.

Met, Not Met N/A

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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2. All medications kept in the refrigerator are locked.

3

Met Not Met N/A

☒ ☐ ☐
☒ ☐ ☐
☒ ☐ ☐

4. Medications are stored in compliance with label instructions.
5. There are no expired medications (including over-the-counter medicines).
6. Each prescription medication bottle has been logged on the medication count record.
7. Destroyed medications are logged on the medication count record.
8. There is enough medication left in each bottle to order a refill before the current supply runs out.
9. Medications are given according to label/physician instructions.
10. Prescription and nonprescription (over-the counter) PRN medication (that is to be taken on an "as need" basis) is only given after documented permission from child's doctor.
11. Medication labels are not altered.
12. Medications are not transferred from their bottles to other containers.
13. There are no permanently discontinued medications or medications for former foster children in the home.
14. There is documentation of contacting the doctor when children refuse medication.
15. Current Psychotropic Medication Authorization is on file. When does it expire (must renew every six months)? _____

Activities

Met Not Met N/A

☐ ☐ ☐
☒ ☐ ☐
☐ ☐ ☒

1. Available activities include: activities requiring group interaction, physical and education activities, leisure time, and instruction in daily living skills. What activities are children involved in: _____
2. Toys, games, books and recreational and education material appropriate to children's ages, and mental and physical development are available.
3. Voluntary attendance at religious activities is available to children. What religious activities does the child participate in: _____

Personal Rights

Met Not Met N/A

☒ ☐ ☐
☒ ☐ ☐
☒ ☐ ☐
☒ ☐ ☐
☒ ☐ ☐
☒ ☐ ☐

1. Children are accorded dignity in their relationships with the foster family.
2. Children are free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse or other action of a punitive nature including but not limited to; interference with daily living functions, such as eating, sleeping, and toileting; or withholding of shelter, clothing, medication or aids to physical functioning.
3. Exits from rooms and building (home) are not locked in a way that prevent children from leaving.
4. Children are not placed in restraining devices.
5. Children are allowed visitors unless prohibited by court order or the child's authorized representative.
6. Children are allowed access to phones to make and receive confidential calls unless prohibited by court order or the child's authorized representative.

Met Not Met N/A

✓

7. Children can send and receive unopened mail unless prohibited by court order or the child's authorized representative.

Miscellaneous

Met Not Met N/A

✓

1. Changes in family composition reported immediately; CB social worker has completed an immediate assessment and written home study update within two weeks.

✓

2. Vehicles used to transport children are maintained in safe operating condition and have the State's required auto insurance.

✓

3. Children are secured in car seats designed for their age, weight, and in accordance with current law.

✓

4. Individuals without appropriate CB fingerprint and child abuse index clearance (friends, family, neighbors) are not used as baby sitters. Foster or birth child cannot be used as babysitter.

✓

5. The home is equipped with first aid supplies (sterile first aid dressing, bandages, adhesive tape, scissors, tweezers, thermometer, antiseptic solution) and a current first aid manual. Check to see that commonly used items (such as band-aids) have been replenished.

✓

6. Are medications and poisons that are commonly found in a first aid kit (such as aspirin, hydrogen peroxide, etc.) kept in a locked medication area, not in first aid kit?

✓

7. Have your dogs had their rabies shots? Please provide a copy of current rabies shots.

✓

8. A list of emergency numbers (emergency/disaster plan which includes indication of meeting place) and floor plan (indicating emergency exits) are posted by the telephone. Family's goal should be to evacuate their home within 90 seconds. **CBSW: CHECK TO MAKE SURE EMERGENCY/DISASTER PLAN HAS CURRENT STAFF AND PHONE NUMBERS TO CALL**

✓

9. Fire/disaster drill completed every six months.

✓

Date of last fire/disaster drill: 5/11

✓

10. Foster parent Certificate of Approval (certification) available and posted.

✓

11. How many training hours have been completed toward annual recertification (15 hours required)? 6 What is the plan for completion of remaining hours before recertification? attend advance training

If Providing Care For a Child 0-36 Months

Met Not Met N/A

✓

1. All electrical outlets are protected by outlet covers.

✓

2. Foster parent reports that poisonous plants are kept out of reach of small children.

✓

3. A safety gate or door at the top and bottom of stairs prevents a child's access to stairs.

✓

4. The crib has no knobs or sharp edges.

✓

5. The crib is placed away from windows, pictures and shelves.

✓

6. Infant sleeps in a crib that has a firm mattress (waterbed mattress not permitted).

[illegible]

- ### Personal Property

✓
✓
✓

- ### Client Observation

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- ### Children Records

[illegible]

- 6

Met	Not Met	N/A
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✓	—	—
✓	—	—
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✓	—	—

every time child has such an exam; original kept in DCFS black binder; copies to child in-home and office child file.

9. An initial clothing inventory completed within first 30 days of placement and documented on Clothing Standard form; Clothing Standard form updated at least every six months. Children have sufficient and appropriate clothing. Clothing receipts are on file.

10. Allowances are given as suggested by the minimum agency guidelines for age and documented on the Child Allowance Record.

11. Monthly height/weight log is maintained by foster parent and on file.

12. Personal Rights (also includes discipline and complaint information) are signed by minor and on file.

13. Foster Youth "Bill of Rights" and "Legal Rights of Teens" are signed by minor and on file.

14. Household Rules (which includes discipline items and unplanned discharge/removal policy and procedures) are signed by minor and on file.

15. Complaint/Grievance Procedure is signed by minor and on file.

16. Child behavior checklists have been completed within 45 days of placement and six months thereafter (total of 2 during each child placement).

17. Most recent brief assessment has been obtained from Dr. McNichol and recommendations incorporated into the Needs and Services Plan.

Transitional Independent Living Plan (TILP)

Met	Not Met	N/A
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1. TILP document signed by CSW for each placed child 14 years or older is in file.

2. DCFS Form 5205B, Emancipation Preparation Goal Contract, updated by CSW every six months after age 14 and placed in each placed child's file.

3. Updated, signed TILP is in file for each placed child within six months following his/her 16th birthday.

4. Child age 14 years and older participating in the county's Early Start to Emancipation (E-STEP) program.

5. Child age 16 and older is participating in the county's ILP plan for emancipating youth, including vocational training, work experience, and educational opportunities.

6. Foster parent is implementing plan to help youth learn basic living skills, such as 1) learning to plan, shop for and prepare balanced meals; 2) purchase and care of clothing; (3) basic housekeeping skills; (4) budgeting; (5) use of public transportation as appropriate; and (6) personal safety. This plan, as well as updates regarding made toward achieving specific skills, is documented in needs and services plan.

7. Youth who have turned 18 and are remaining in foster home have a Continuation Care Plan signed by the CSW (sometimes in the court order) in file, as well as exception from CCL.

Supervision

Met Not Met N/A

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<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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1. At no time do foster parent(s) allow a child to leave the home without knowing where the child is going.
2. If all children are involved in out-of-home programs, such as school or day care, the certified foster parent shall be permitted to be regularly absent during those hours.
3. When the foster parent is absent from the home while children are present he/she shall provide for supervision of the children by a CB approved adult unless otherwise agreed to in advance by the licensing and placing agencies.
4. If unsupervised time in the home is determined to be for the benefit of the child, written approval is obtained from the CSW, an exception obtained from CCL, and outlined in the needs and services plan.
5. Any plan for activities outside of the home that would be considered normalizing and fall under "prudent parenting" (spending the night at friend's home, dating, working, social or religious activities, etc.) is discussed with and approved by CB and CSW and documented in the child's needs and services plan.

Incident Reporting

Met Not Met N/A

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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1. All foster parents are trained in the requirements of incident reporting (mandated child abuse reporting and special incidents reported immediately after they occur to CB social worker or other staff as stated on Emergency/Disaster Plan).

Foster Parents Records (Office File)

Met Not Met N/A

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1. First Aid and CPR are current for foster parents and substitute parents.
2. Water safety certificate is current and on file for foster parents if applicable.
3. Current copy of foster parents' California Drivers License.
4. Current car registration and auto insurance.
5. Documentation of at least 15 hours of annual training for certified parents is on file.
6. Exceptions/exemptions are maintained in file.
7. Fingerprints and child abuse index checks are submitted prior to initial presence in the home for family members over age 18.
8. Birth children of foster parents who have turned 18 or will be 18 soon and already living in the home have been livescanned and cleared.
9. There is an appropriate substitute parent/babysitter.

Name of individual(s): _____

- A. Fingerprints and child abuse index cleared: _____
- B. Criminal record statement on file: _____
- C. DMV clearance, copy of car insurance and California drivers license (if driving foster children) _____
- D. Extended Caregiver Agreement signed _____
- E. First Aid/CPR current _____
- F. Copy of Caregiver's Statement of Good Health/T.B. completed _____
- G. Discipline Agreement signed _____
- H. Child Abuse Reporting Acknowledgment signed _____

Marguerie and Robert Bourne #9026
Case Note

July 7, 2011:

This CBSW walked through backyard with CFF. The knife and other sharp items had already been put in his tool box in the garage. This CBSW told him to clean up the clutter and empty dog food bags he had covering some bicycle seat, and some other tools he had, such as shovels he had stuck in the dirt around a small tree near the back of the property. This CBSW walked through the path that lead to the other side of the yard. There was a hard rake without the handle, which he threw away into the trash can. This CBSW explained that if he imagined small children playing in the backyard, then anything they could pick up, swing around, fall on or poke each other with, must be removed. Even though the rule is that no child goes back there, it must be viewed as safe for children.

We discussed the wood and tires, etc which was blocking an emergency exit to the front of the house. He agreed to clear out the things there and make enough room to safely walk through there in an emergency. We discussed the lock on the gate, which he insisted needed to be there so nobody would come into the back of their house, or let the dog loose. This CBSW suggested leaving a key near the gate on the inside of the gate so it could be unlocked if there were an emergency. He agreed to have extra keys made from the key on his key ring.

Due to his injuries, he agreed to have his adult son come over and help him to do the above corrections.

July 20, 2011:

This CBSW walked through the backyard with CFF. The backyard was free from tools, any sharp objects, old pieces of wood on the ground, empty or full dog food bags, and the shovel he uses to clean up dog feces was inside the boat parked in the back. The side of the boat was approximately 5 feet high and the shovel was inaccessible to children, and out of their view.

He had cleared up the excess wood and took away the tires which blocked the emergency exit to the front of the house. He had put an extra key to the gate lock on the side of the chimney, which was accessible as someone walked by. The space to walk was approximately 30 inches between the house and the RV. This is plenty of room to pass.

Tim Bell
Children's Bureau Social Worker

FOSTER PARENT TRAINING CREDIT FORM
(FOR FOSTER PARENTS IN-STUDY, AND CERTIFIED ONLY)

Title of Training

Date of Training

Number of Training Hours

Date:

Name of Trainer

Qualification of Trainer

Sponsoring Organization

Safety walk through
8-30-11

1

Tim Bell

CBSW

Children's Bureau

Check type of training

☐ Basic Training (In Study)

☒ Advanced Training (Certified)

FOR THOSE FOSTER PARENTS WHO ARE TAKING ADVANCED TRAINING, PLEASE MAKE SURE TO LIST YOUR SOCIAL WORKER AND PRINT NAME CLEARLY SO YOUR TRAINING HOURS WILL BE CREDITED IN OUR DATA BASE.

	NAME	SOCIAL WORKER
1.	Marguerite Bourne	Tim Bell
2.	Robert Lee Bourne	Tim Bell
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FAXED TRAINING LOG TO:

____ RECORDS/MAGNOLIA PLACE (HELEN)

____ INITIAL WHEN HRS. RECORDED

____ FAXED TO PALMDALE (LUCY AND/OR MARSHA)

CHILDREN'S BUREAU

Safety Awareness and Assessment of Foster Family Home

2kk 9/7

Name of Family: Bourne, Marguerite & Robert

Family Address: 817 Cadanza, Ontario

Type of Inspection: Certification X Quarterly Re-certification

Date: 8-30-11 Staff: Tim Bell

Physical Plant (General)

Met Not Met N/A

- | | | | |
|-------------|-------------|-------------|--|
| <u>/</u> | <u> </u> | <u> </u> | 1. Walls and ceilings (paint/wallpaper) are clean and in good repair. |
| <u>/</u> | <u> </u> | <u> </u> | 2. Windows, screens and curtains/blinds are in good condition and operate properly. |
| <u>/</u> | <u> </u> | <u> </u> | 3. Doors are in good condition and operate properly. |
| <u>/</u> | <u> </u> | <u> </u> | 4. Smoke detectors operate properly and fire extinguishers are properly charged. |
| <u>/</u> | <u> </u> | <u> </u> | 5. Furniture and fixtures are in good repair. |
| <u>/</u> | <u> </u> | <u> </u> | 6. Equipment and supplies are not stored in the yard or areas used by children. Tools safely stored. |
| <u>/</u> | <u> </u> | <u> </u> | 7. Weapons are locked up and ammunition is locked separately from firearms. Location of firearm: <u>gun safe</u> Ammunition: <u>locked box - side of house</u> |
| <u>/</u> | <u> </u> | <u> </u> | If any change in weapons since last assessment, new Weapons and Dangerous Instruments Policy form completed? |
| <u>/</u> | <u> </u> | <u> </u> | 8. Toxins, pesticides, insecticides, paint, bleach, cleanser, nail polish remover, disinfectants, cleaning solutions and any other items which could pose a danger to children are inaccessible (locked). |
| <u>/</u> | <u> </u> | <u> </u> | 9. Knives, scissors, razors and other sharp objects are inaccessible to children (sharp knives must be locked). |
| <u>/</u> | <u> </u> | <u> </u> | 10. Passageways, stairways and doors are not blocked or obstructed. |
| <u>/</u> | <u> </u> | <u> </u> | 11. Handrails and deck rails are securely fastened. |
| <u>/</u> | <u> </u> | <u> </u> | 12. Rooms are clean, safe, sanitary and free of odors. |
| <u>/</u> | <u> </u> | <u> </u> | 13. Room temperature is a minimum of 68 degrees and a maximum of 85 degrees (in extreme heat, maximum temperature is 30 degrees less than outside). |
| <u> </u> | <u> </u> | <u>✓</u> | 14. Pools, ponds, spas, hot tubs and other bodies of water are made inaccessible through fencing at least 5 feet high, with a self-closing and self-latching gate that opens away from the pool, or a cover labeled F1346-91 by the American Society for Testing Materials, that can support the weight of an adult. Pool is properly maintained for sanitation. |
| <u> </u> | <u> </u> | <u>✓</u> | 15. Above-ground pools that are five feet high shall be made inaccessible when not in use by removing or making the ladder inaccessible or erecting a barricade to prevent access to decking. Above-ground pools under five feet high must be fenced. |
| <u> </u> | <u> </u> | <u>✓</u> | 16. All in-ground and above-ground pools which cannot be emptied after each use have an operative pump and filtering system. |

Met Not Met N/A

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| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | 17. Windows that face a pool are separated by a fence. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 18. Fireplaces, open face heaters, and wood burning stoves are inaccessible to children. Use of a fireplace screen or similar barrier will meet this requirement. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 19. There is a working phone on premises. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 20. Building and grounds are free from hazards and rubbish (e.g., broken glass, exposed electrical wiring, protruding nails, dog droppings, etc.). |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 21. Fence is in good condition. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 22. Home is free of flies and other insects. Wood pile has been re-stacked and checked for spiders in the last six months. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | 23. Glass doors have decals at children's eye level. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | 24. Lead-free paint for refinishing toys and furniture was used. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 25. Freezers or other large chests are locked and inaccessible. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 26. Home and yard checked for poisonous plants and out of reach of small children? Examples are dieffenbachia, foxglove, rhubarb, potato leaves, laurel, azaleas, rhododendrons, castor beans, lantana, and oleander. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 27. Furnace and water heater have been checked within the last year. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 28. Parent is able to shut off gas, electricity and water in case of emergency. Location of gas valve: _____ Electrical box: _____
Water valve: _____ |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 29. Emergency items maintained (flashlight with batteries, first aid kit and instructional handbook, fire extinguisher, etc.). |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 30. Keep a safe home environment by securing water heater, tall bookcases, etc. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | 31. Have you as the social worker inspected breakout windows, ladder for homes with more than one story, etc.? If home has bars on windows or doors, do they release easily and quickly from the inside without use of a key or other tool? |

Client Rooms

Met Not Met N/A

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| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. Sheets, pillowcases, mattress pads, blankets, bedspreads are clean and in good condition. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2. Mattresses, box springs and pillow(s) are in good repair. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3. There is adequate dresser and closet space for children's clothing and belongings. Closets and drawers cannot be used to store any of the foster parents' belongings (considered a personal space intrusion). Clothes in dresser and closets are clean. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4. There is a well-lit space for studying (if applicable). |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 5. There are no more than 2 children to a room. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 6. Children of the opposite sex, including those of the certified parents, do not share a room unless under age 5. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7. Children, including those of the certified parents, do not share a room with an adult unless they are under 2. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 8. No room commonly used for other purposes shall be used as a bedroom. Such rooms shall include but not be limited to halls, stairways, unfinished attics or basements, garages, storage areas and sheds or similar detached buildings. |

10. Linen is changed at least once a week and more often if necessary.

Bathrooms

	_____	_____
	_____	_____
	_____	_____

117⁹

2. Sinks, tubs, toilets and showers are clean and operable.

3. Common towels and washcloths are not used.

Met Not Met N/A

2. There is a sufficient supply of clean linens to permit changing weekly or more often as needed.

Met Not Met N/A

[illegible]

2. There are no pesticides or toxins (ant spray, rodent poison) stored in any food storage or preparation room or with utensils.

3. Cleaning supplies are kept in areas separate from food supplies.

4. Contaminated or spoiled food is discarded.

5. Food supplies are kept covered and inaccessible to pets.

6. Frozen foods are properly wrapped. Recommend that food supplies be dated and rotated to use old items first.

7. Kitchen and outdoor trash cans have tight fitting covers.

8. Snacks and beverages are available in the home at all times (e.g. fruit, milk, juice, etc.).

9. Dishes, glasses and utensils are clean and in good condition.

10. Modified diets are provided as needed.

11. Powdered milk is not used as beverage.

12. There is an adequate supply of fresh, perishable and non-perishable food in the home to prepare the next three meals and snacks. Agency requires 7-day supply of non-perishables.

13. Infants younger than 7 months of age are held during bottle feeding.

14. Children in placement have their meals with family members and are served food of the same quality as that served to family members.

Met Not Met N/A

1. All medications (including over-the-counter medicines, vitamins, alcohol, aspirin, inhalers, etc.) are locked.

2. All medications kept in the refrigerator are locked.

3. Psychotropic medications are double-locked.

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4. Medications are stored in compliance with label instructions.
5. There are no expired medications (including over-the-counter medicines).
6. Each prescription medication bottle has been logged on the medication count record.
7. Destroyed medications are logged on the medication count record.
8. There is enough medication left in each bottle to order a refill before the current supply runs out.
9. Medications are given according to label/physician instructions.
10. Prescription and nonprescription (over-the counter) PRN medication (that is to be taken on an "as need" basis) is only given after documented permission from child's doctor.
11. Medication labels are not altered.
12. Medications are not transferred from their bottles to other containers.
13. There are no permanently discontinued medications or medications for former foster children in the home.
14. There is documentation of contacting the doctor when children refuse medication.
15. Current Psychotropic Medication Authorization is on file. When does it expire (must renew every six months)? _____

Activities

Met	Not Met	N/A
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/		

1. Available activities include: activities requiring group interaction, physical and education activities, leisure time, and instruction in daily living skills. What activities are children involved in: _____
2. Toys, games, books and recreational and education material appropriate to children's ages, and mental and physical development are available.
3. Voluntary attendance at religious activities is available to children. What religious activities does the child participate in: _____

Personal Rights

Met	Not Met	N/A
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1. Children are accorded dignity in their relationships with the foster family.
2. Children are free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse or other action of a punitive nature including but not limited to; interference with daily living functions, such as eating, sleeping, and toileting; or withholding of shelter, clothing, medication or aids to physical functioning.
3. Exits from rooms and building (home) are not locked in a way that prevent children from leaving.
4. Children are not placed in restraining devices.
5. Children are allowed visitors unless prohibited by court order or the child's authorized representative.
6. Children are allowed access to phones to make and receive confidential calls unless prohibited by court order or the child's authorized representative.

Met Not Met N/A

✓

7. Children can send and receive unopened mail unless prohibited by court order or the child's authorized representative.

Miscellaneous

Met Not Met N/A

✓

1. Changes in family composition reported immediately; CB social worker has completed an immediate assessment and written home study update within two weeks.

✓

2. Vehicles used to transport children are maintained in safe operating condition and have the State's required auto insurance.

✓

3. Children are secured in car seats designed for their age, weight, and in accordance with current law.

✓

4. Individuals without appropriate CB fingerprint and child abuse index clearance (friends, family, neighbors) are not used as baby sitters. Foster or birth child cannot be used as babysitter.

✓

5. The home is equipped with first aid supplies (sterile first aid dressing, bandages, adhesive tape, scissors, tweezers, thermometer, antiseptic solution) and a current first aid manual. Check to see that commonly used items (such as band-aids) have been replenished.

✓

6. Are medications and poisons that are commonly found in a first aid kit (such as aspirin, hydrogen peroxide, etc.) kept in a locked medication area, not in first aid kit?

✓

7. Have your dogs had their rabies shots? Please provide a copy of current rabies shots.

✓

8. A list of emergency numbers (emergency/disaster plan which includes indication of meeting place) and floor plan (indicating emergency exits) are posted by the telephone. Family's goal should be to evacuate their home within 90 seconds. **CBSW: CHECK TO MAKE SURE EMERGENCY/DISASTER PLAN HAS CURRENT STAFF AND PHONE NUMBERS TO CALL**

✓

9. Fire/disaster drill completed every six months.

Date of last fire/disaster drill: 5-12-11

✓

10. Foster parent Certificate of Approval (certification) available and posted.

✓

11. How many training hours have been completed toward annual recertification (15 hours required)? _____ What is the plan for completion of remaining hours before recertification? _____

If Providing Care For a Child 0-36 Months

Met Not Met N/A

✓

1. All electrical outlets are protected by outlet covers.

✓

2. Foster parent reports that poisonous plants are kept out of reach of small children.

✓

3. A safety gate or door at the top and bottom of stairs prevents a child's access to stairs.

✓

4. The crib has no knobs or sharp edges.

✓

5. The crib is placed away from windows, pictures and shelves.

✓

6. Infant sleeps in a crib that has a firm mattress (waterbed mattress not permitted).

Met Not Met N/A

7. Quilts, blankets, comforters, sheepskin, or other similar soft material are not being placed in crib or under infant.
8. Soft stuffed toys, pillows, bean bags, sheepskin or thick blankets are not placed in the crib with an infant.
9. The mattress on the crib is kept low enough so the child cannot climb out of the bed.
10. The slats on the crib are less than 2 3/8 inches apart (a soda can, held vertically, is unable to fit through the opening).
11. Cords to drapes and blinds are out of reach of children.
12. There are no more than two infants under the age of 2 (both foster and birth) in the foster home without obtaining additional household help, or an exception from Licensing.
13. A rear-facing infant car seat is used for children 0-19 pounds, and is placed in the back seat if there are front passenger seat air bags.
14. A front-facing car seat is used for children 20-40 pounds, and is placed in the back seat if there are front passenger seat air bags.
15. Foster parent has been notified that the baby is to be placed on his/her back or side only, to sleep (SIDS prevention).
16. Foster parent reports that they do not smoke around an infant.

Personal Property

Met Not Met N/A

1. Children's cash records are current.
2. Children's cash records balance with cash being safeguarded.
3. Personal property list is updated with additions and deletions.

Client Observation

Met Not Met N/A

1. Foster parent(s) and staff are familiar with and have signed the children's needs and service plan.

Children Records

Met Not Met N/A

1. Children's records are not accessible to unauthorized persons.
2. Information in children's file is updated as needed.
3. Children's files contain required records.
4. Copies of all exceptions for children are on file.
5. More Than Two Placements in Certified Foster Home form completed by supervisor, updated, and on file (if applicable).
6. Needs and Services Plans are updated with placement party involvement at least every six months.
7. Authorization for medical treatment is on file.
8. There is evidence of health/dental exams and immunizations for children within time frame. Initial health exam for ages 0-2 within 24 hours unless infant released directly from hospital (agency standard), then according to recommended well-baby exam and immunization schedule; 30-day initial health exam and annual for children over age 3; initial dental exam within 30 days for ages 3 and older, then annually. Medical, dental and psychological/other exam forms are completed

Met Not Met N/A

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| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | every time child has such an exam; original kept in DCFS black binder; copies to child in-home and office child file. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 9. An initial clothing inventory completed within first 30 days of placement and documented on Clothing Standard form; Clothing Standard form updated at least every six months. Children have sufficient and appropriate clothing. Clothing receipts are on file. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 10. Allowances are given as suggested by the minimum agency guidelines for age and documented on the Child Allowance Record. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 11. Monthly height/weight log is maintained by foster parent and on file. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 12. Personal Rights (also includes discipline and complaint information) are signed by minor and on file. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 13. Foster Youth "Bill of Rights" and "Legal Rights of Teens" are signed by minor and on file. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 14. Household Rules (which includes discipline items and unplanned discharge/removal policy and procedures) are signed by minor and on file. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 15. Complaint/Grievance Procedure is signed by minor and on file. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 16. Child behavior checklists have been completed within 45 days of placement and six months thereafter (total of 2 during each child placement). |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 17. Most recent brief assessment has been obtained from Dr. McNichol and recommendations incorporated into the Needs and Services Plan. |

Transitional Independent Living Plan (TILP)

Met Not Met N/A

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. TILP document signed by CSW for each placed child 14 years or older is in file. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2. DCFS Form 5205B, Emancipation Preparation Goal Contract, updated by CSW every six months after age 14 and placed in each placed child's file. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3. Updated, signed TILP is in file for each placed child within six months following his/her 16 th birthday. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4. Child age 14 years and older participating in the county's Early Start to Emancipation (E-STEP) program. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 5. Child age 16 and older is participating in the county's ILP plan for emancipating youth, including vocational training, work experience, and educational opportunities. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 6. Foster parent is implementing plan to help youth learn basic living skills, such as 1) learning to plan, shop for and prepare balanced meals; 2) purchase and care of clothing; (3) basic housekeeping skills; (4) budgeting; (5) use of public transportation as appropriate; and (6) personal safety. This plan, as well as updates regarding made toward achieving specific skills, is documented in needs and services plan. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7. Youth who have turned 18 and are remaining in foster home have a Continuation Care Plan signed by the CSW (sometimes in the court order) in file, as well as exception from CCL. |

Supervision

Met Not Met N/A

- | | | | |
|-------------------------------------|--------------------------|-------------------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. At no time do foster parent(s) allow a child to leave the home without knowing where the child is going. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2. If all children are involved in out-of-home programs, such as school or day care, the certified foster parent shall be permitted to be regularly absent during those hours. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3. When the foster parent is absent from the home while children are present he/she shall provide for supervision of the children by a CB approved adult unless otherwise agreed to in advance by the licensing and placing agencies. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | 4. If unsupervised time in the home is determined to be for the benefit of the child, written approval is obtained from the CSW, an exception obtained from CCL, and outlined in the needs and services plan. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 5. Any plan for activities outside of the home that would be considered normalizing and fall under "prudent parenting" (spending the night at friend's home, dating, working, social or religious activities, etc.) is discussed with and approved by CB and CSW and documented in the child's needs and services plan. |

Incident Reporting

Met Not Met N/A

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| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. All foster parents are trained in the requirements of incident reporting (mandated child abuse reporting and special incidents reported <u>immediately</u> after they occur to CB social worker or other staff as stated on Emergency/Disaster Plan). |
|-------------------------------------|--------------------------|--------------------------|--|

Foster Parents Records (Office File)

Met Not Met N/A

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| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. First Aid and CPR are current for foster parents and substitute parents. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | 2. Water safety certificate is current and on file for foster parents if applicable. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3. Current copy of foster parents' California Drivers License. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4. Current car registration and auto insurance. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 5. Documentation of at least 15 hours of annual training for certified parents is on file. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | 6. Exceptions/exemptions are maintained in file. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | 7. Fingerprints and child abuse index checks are submitted prior to initial presence in the home for family members over age 18. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | 8. Birth children of foster parents who have turned 18 or will be 18 soon and already living in the home have been livescanned and cleared. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 9. There is an appropriate substitute parent/babysitter. |
- Name of individual(s): _____
- A. Fingerprints and child abuse index cleared: _____
- B. Criminal record statement on file: _____
- C. DMV clearance, copy of car insurance and California drivers license (if driving foster children) _____
- D. Extended Caregiver Agreement signed _____
- E. First Aid/CPR current _____
- F. Copy of Caregiver's Statement of Good Health/T.B. completed _____
- G. Discipline Agreement signed _____
- H. Child Abuse Reporting Acknowledgment signed _____

FOLLOW-UP NEEDED ON QUARTERLY HOME SAFETY AND AWARENESS CHECKLIST OR RECERTIFICATION

Name of Family: Bourne, Marguerite & Robert Date
Address: 617 Cadenza Ontario
Quarterly Inspection or Recertification Home Visit Date: 8-30-11 Conducted By: Tim Bell

[illegible]

Comments:

Foster Parent Signature (acknowledgement of follow-up needed): Mary Brown Date: 8/30/11

Follow-up completed by CBSW: Jan Ball Date: 8-30-11

Supervisor Signature: Kristen A. Wilson Date: 7/17/11

FOSTER PARENT TRAINING CREDIT FORM
(FOR FOSTER PARENTS IN-STUDY, AND CERTIFIED ONLY)

Title of Training
Date of Training
Number of Training Hours

Medication Guidelines
2/9/12
1

Name of Trainer
Qualification of Trainer
Sponsoring Organization

Ismael Samora
CBSW
Children's Bureau

Check type of training
☐ Basic Training (In Study)
☒ Advanced Training (Certified)

**FOR THOSE FOSTER PARENTS WHO ARE TAKING ADVANCED TRAINING, PLEASE
MAKE SURE TO LIST YOUR SOCIAL WORKER AND PRINT NAME CLEARLY SO YOUR
TRAINING HOURS WILL BE CREDITED IN OUR DATA BASE.**

	NAME	SOCIAL WORKER
1.	<i>Maria G Hernandez</i>	<i>[Signature]</i>
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FAXED TRAINING LOG TO:

RECORDS/MAGNOLIA PLACE (HELEN)

INITIAL WHEN HRS. RECORDED

FAXED TO PALMDALE (LUCY AND/OR MARSHA)

Children's Bureau Medication Guidelines

- Log medication accurately on forms.
- Inspect container to ensure the label is accurate and for quantity. Do not touch pills with your hands; use a pill counter or gloves.
- Store medication in a locked cabinet, drawer, etc...
- Psychotropic medications need to be double locked (a locked container within a locked container).
- Medication in refrigerator needs to be locked in a receptacle, drawer or container, separate from food items (caution should be used in selecting storage containers as metal may rust).
- Never let medications run out unless indicated by the physician. Make sure refills are ordered promptly.
- If administration of medication is missed, document on the Medication Count Record and the reason why.
- If doctor changes dosages between refills, document in writing the date, time and content of discussion and give copy to your agency social worker.
- Medication to be destroyed is to be flushed and documented on the destruction log (two adults sign, such as foster parent and CB social worker).
- Do not use expired medication. Over-the-counter medication and ointments have expiration dates.
- Medication is to go with child when possible. Document on the daily log when medication is transferred with the child. Obtain signature on the log of the person accepting the medications; e.g., responsible person/authorized representative.
- No child can be forced to take any medication. Medication cannot be disguised in food or liquid. Refusal should be documented on the child's daily medication record and the prescribing physician or nurse should be contacted immediately. Crushing medication requires physician's approval in writing. Refusal of medication may indicate a change in the child and a reassessment of his/her need. Placement may no longer be appropriate for the child.
- No medication can be given to a child without prior authorization from the child's physician, including PRN or "as needed" medication, which includes over-the-counter medication.
- The child's physician must provide a signed, dated, written order on a prescription blank or letterhead, which is maintained in the child's file. The doctor must also state in writing whether a child (identify the child by name) is capable to request the need for medication or cannot determine his/her need for medication but can communicate his/her symptoms. Also, the physician's order and the PRN label needs to specify the specific symptoms that indicate the need for use of the medication, exact dosage, minimum hours between doses, and the maximum doses to be given in a 24 hour period.

- For children who are unable to communicate their need for medication or their symptoms, the doctor needs to be called before giving the child any medication each time unless there is a physician's order indicating the recommended or prescribed medication and provides written instructions (child's name, name of PRN medication, instructions regarding when the medication should be stopped and an indication when the doctor should be contacted).
- A record of each dose is maintained in the child's record and must include the date, time and dosage taken.
- Only licensed medical professionals can inject medication
- All O.T.C. (over-the-counter) medication needs to be locked; e.g., aspirin, vitamins, etc. Child's name should be on O.T.C. medicine container when purchased for that individual's sole use.
- When a child leaves the foster home for a short period of time during which only one dose of med(s) is/are needed, the foster parent may give the child's medication to a responsible person (authorized representative) in an envelope labeled with the foster parent (s') name(s) and address or the Agency's, child's name, name of medication(s), and instructions for administering the dose. Make sure to document on the daily log the transfer. For a long period away from the home, foster parents can give the full prescription in two bottles or have the child's family obtain a separate supply of medication for use when the child visits with the family. Foster parents cannot put medication in separate containers; this can only be done by the pharmacy.
- Prescription labels are not to be altered by anyone.
- All medication, including O.T.C., must be locked at all times. Medication must be stored as the label has indicated (refrigerate, room temperature, out of direct sunlight, etc.).

The state and county may require the agency to file a "Suspected Child Abuse Report" when it is learned that a child has not been given his/her medication appropriately. We are aware this is extreme and somewhat punitive but it is beyond our control. Therefore, it is crucial you document accurately and consistently. If you are not in agreement with the medication, please inform the doctor, nurse and social workers, but do not discontinue the medication. Again, all psychotropic medication requires court authorization. This form is completed and submitted to the court by a psychiatrist. Please do not hesitate to ask for further clarification from your foster care social worker.

I have read and understand my duties with respect to storing, administering, and disposing of medications to foster children in my care.

Maria Hernandez
Foster Parent

2-9-12
Date

Foster Parent

Date



1910 Magnolia Avenue
Los Angeles, CA 90007
Telephone: 213.342-0100 or 800.730-3933
Fax: 213.342-0253

March 29, 2012

Diana Ayala, Licensing Program Analyst
Community Care Licensing
1000 Corporate Center Drive, Ste. 200A
Monterey Park, CA 91254

RE: Victoria and David Goodwin
11232 Whiteland Street
Santa Fe Springs, CA 90670

Certified Foster Home
CB Magnolia Office
License # 197805422

Dear Ms. Ayala:

The purpose of this letter is due to a recent audit concern expressed by our Out of Home Care monitor regarding an interview with the Goodwin Family. During the interview, Mrs. Goodwin explained that once in a great while they put the infant in their room in another bedroom for a short time to enable them to have privacy during their intimate moments. The monitor wanted to know if we had an exception for this. We therefore request an exception to the Title 22 regulation that "no more than two children shall share a bedroom" with respect to the Goodwin foster home.

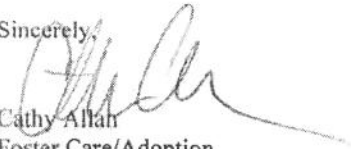
The foster home consists of 4 bedrooms that are used as follows:

Victoria and David Goodwin	Foster Parents	Bedroom 1
Oceana Fujisawa (12/18/10)	Foster child	Bedroom 1
Joseph Goodwin (10/20/05)	Adopted son	Bedroom 2
Samantha Avila (9/1/09)	Foster child	Bedroom 3
Roxanna Avila (5/20/08)	Foster child	Bedroom 3
Oceana Fujisawa (12/18/10)	Foster child	Bedroom 3 (backup crib to Bedroom #1 above)
Jacquelyn Goodwin (12/26/90)	Biological daughter	Bedroom 4

The Goodwin family cares for many infant foster children on an ongoing basis. We are requesting a waiver for this particular home that on occasion the Goodwin family be allowed to move the foster care infant into Bedroom #3 with two other young foster children for an hour or two while the Goodwins have some adult alone time. Per Mrs. Goodwin, this happens approximately two times a month and for about one to two hours each time. We support this decision and hope that all families are able to find time where they can reduce stress and build on their own relationship while helping to take care of foster children placed with them. The family has two cribs, one located in their bedroom which is where the infant sleeps and one in the other bedroom that they use for those special alone times. Again, this is only a resting place for the infant and the infant is always moved back into the foster parents' room for the remainder of the evening. We request the exception to be an ongoing waiver while the family cares for infants.

I have enclosed a copy of the floor plan for the home as well as a floor plan for the bedroom that has the additional crib. Please feel free to call me if you need further information at 213-798-4092

Sincerely,


Cathy Allan
Foster Care/Adoption
Program Coordinator

Enclosures

Children's Bureau

Title: Foster Care Team Meeting/Tng.

Trainer: Lou Graham / Bernadette Baylan

Date: 6-6-11

Time: 10:00 Am - 12

[illegible]

Children's Bureau

Title: Foster Care / Ad. Team Mtg. / Training

Trainer: Low Graham / Bernadette Boylan

Date: 6-6-11

Time: 10-12:00

[illegible]

Children's Bureau FC/Adoption Team Meeting/Training Agenda
June 6, 2011 -- 10-12:00

1. Check In/Positives
2. Announcements/Updates
 - Annual Training Debrief
3. Reminders/Business Items:
 - Audit update
 - All mileage and other reimbursement requests turned in?
4. Resources, Handouts, etc. – ILP website for resources for teens, including significant funding – **ilponline.org** – find the ILP coordinator for your youth's area
5. Discussion/Training
 - Clothing for Foster Children Info for Parents and Staff
 - Clothing Allowance Procedure for Staff
 - In-Home June training with Foster Parents re clothing procedures
 - Small group problem solving and role play – Bernadette
 - What other challenges are workers facing?

Upcoming Meetings/Trainings:

FC/Adoption Team Meeting/Training – August 1st, Magnolia, 10-12:00